

UNDERHILL PLANNING COMMISSION

Thursday, December 5, 2019 @ 6:00 PM

Minutes

Attendance

Planning Commissioners:

Commissioner Johnathan Drew, Chair
Commissioner David Edson, Vice Chair
Commissioner Val Stori
Commissioner Brian Tijan
Commissioner Sandy Wilmot

Staff/Municipal Representatives:

Andrew Strniste, Planning Director

Others Present:

None

[6:05] Chair J. Drew called the meeting to order. No general public was in attendance to provide public comment. Chair J. Drew added to the agenda to immediately follow the “Updates Regarding Actions Items” agenda item an item to discussed the 2020 Town Report Summary.

AGENDA ITEM: UPDATES REGARDING ACTIONS ITEMS

[6:01] The Planning Commission and Staff Member Strniste reviewed the action items that were assigned at the end of the previous Planning Commission meeting (which can be found at the end of the November 14, 2019 minutes) and provided updates about each task assigned as applicable. Staff Member Strniste coordinated with the Commission about which Commissioners will review each chapter:

- Natural Resources – Commissioners Wilmot & Drew
- Historic & Cultural Resources – Commissioners Lamphere & Edson
- Land Use – Commissioners Edson & Wilmot
- Services – Commissioners Van Winkle & Lamphere
- Infrastructure – Commissioners Van Winkle & Tijan
- Transportation – Commissioners Drew & Tijan
- Housing – Commissioners Romanoff & Stori
- Economic Development – Commissioners Wilmot & Stori
- Energy – Commissioners Romanoff & Stori
- Recreation – Commissioners Drew & Stori

The Commissioners were informed to review the chapter’s context for errors, edits, comments. The more pressing comments will be reviewed during the Commission’s January meetings. The Commission, however, should be familiar with all the chapters come January prior to releasing the draft Town Plan for public consumption. In addition, members should ensure that goals, policies and strategies are consistent with the context of the chapter. Any changes to the goals, policies and strategies should be reviewed during those January meetings.

AGENDA ITEM: 2020 TOWN REPORT SUMMARY

[6:28] The Planning Commission discussed the 2020 Town Report Summary and what should be included. Topics that were discussed were new and old members, the Town Plan, housing grant, survey and Planning Commission vacancy.

[6:02] Staff Member Strniste provided an overview of his research on the Town's zoning districts, and how they came to formation. Commissioner Romanoff asked the Commission to consider the addition of a strategy relating to the Emergency Relief and Assistance Fund (ERAF); the Commission considered and added a strategy relating to ERAF. Commissioner Stori provided an update about her research relating to Act 34 regarding complete streets.

AGENDA ITEM: 2020 TOWN PLAN –REVIEW SERVICES GOALS, POLICIES & STRATEGIES; REVIEW INFRASTRUCTURE GOALS, POLICIES & STRATEGIES; REVIEW HISTORIC & CULTURAL RESOURCES GOALS, POLICIES & STRATEGIES;

[6:39] The Commission reviewed the draft goals, policies and strategies relating to historic and cultural resources..

AGENDA ITEM: APPROVE MINUTES OF PREVIOUS MEETING(S)

[7:40] The draft minutes from the previous meetings will be approved at the next meeting.

[7:48] Commissioner Wilmot made a motion to adjourn. The motion was seconded by Commissioner Tijan and approved unanimously.

Respectfully Submitted By:
Andrew Strniste, Planning Director

The minutes of the December 5, 2019 meeting were accepted this ____ day of _____, 2019.

David Edson, Planning Commission Vice Chair

New Action Items

- ☐ *Planning Commission* – Review Draft Town Plan Sections When Available.
- ☐ *Staff Member Strniste* – Obtain update from Energy Committee regarding Energy Chapter.
- ☐ *Commission* – Review Assigned Chapters.
- ☐ *Commissioner Stori* – Draft emergency services related Goals, Policies and Strategies.

Old, Incomplete Action Items

- ☐ *Staff Member Strniste* – Inquire with Katherine Sonnick about the cost of create the Jericho natural resources plan.
- ☐ *Staff Member Strniste* – Update Planning Commission Calendar.
- ☐ *Chair J. Drew* – Obtain Feedback from Conservation Commission Regarding Natural Resources Chapter.

Completed Action Items

- ☒ *Staff Member Strniste* – Write Draft 2020 Town Plan Chapters.
- ☒ *Staff Member Strniste* – Add child services related Goals, Policies and Strategies to the Land Use Chapter.
- ☒ *Staff Member Strniste* – Add ERAF related strategy to the draft flood-related strategies.
- ☒ *Commissioner Stori* – Research VT Act 34 as it Relates to the Draft Transportation Chapter.

Deadlines

- December 31, 2019 – Complete Review of All Draft Goals, Policies & Strategies

- January 31, 2020 – Complete Review of Various 2020 Town Plan Draft Chapters
- February 1, 2020 – Disseminate Draft 2020 Town Plan
- March 2020 – Planning Commission Hearings
- April/May 2020 – Selectboard Hearings

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